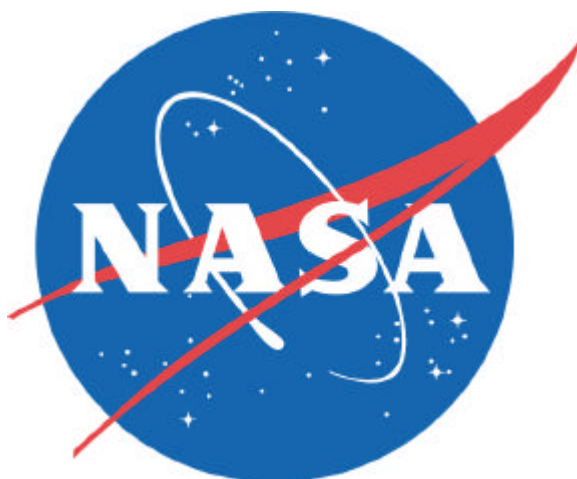


Office Work Instruction

HOWI 1800-U013 REV. C
May 4, 2000

Responsible Office: UH/Office of Health Affairs

Subject: Agency Occupational Health Policy and Guidance Formulation & Oversight



OFFICE WORK INSTRUCTION

**AGENCY OCCUPATIONAL HEALTH
POLICY and GUIDANCE FORMULATION
& OVERSIGHT**

Original Approved and Signed by:

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Associate Administrator, Office of Life and
Microgravity Sciences and Applications

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1. Purpose

This OWI defines the process used by Office of Life and Microgravity Sciences and Applications (OLMSA) personnel in formulating NASA policy and guidance in the area of occupational health and safety.

2. Scope and Applicability

This Office Work Instruction (OWI) describes the process for NASA's development of occupational health policy and guidance and provision of oversight. The objective of these policies is to ensure: 1) protection of the NASA workforce to the highest extent possible; 2) agency-wide consistency in addressing occupational hazards throughout NASA; and 3) NASA compliance with Occupational Health and Safety Administration standards and policies. These policies are implemented based on standards developed by personnel at the Kennedy Space Center, Principal Center for implementing NASA's Occupational Health Program (OHP). Within OLMSA, the Office of Health Affairs (Code UH) is responsible for the OHP and works closely with the Principal Center in formulating and implementing NASA's occupational health policies.

This OWI does not cover the process for OLMSA development of Agency directives which relate to NASA's Occupational Health Program. The process for formulating OLMSA directives is covered in HOWI 7000-U014.

3. Definitions

- 3.1 Designated Agency Safety and Health Official (DASHO) – The DASHO, whose responsibilities are defined in E.O. 12196 and 29 CFR Part 1960, is the OLMSA Associate Administrator.
- 3.2 External Organizations - Organizations involved in developing and determining policy on occupational health-related issues. These include the American Industrial Hygiene Association (AIHA), the American Conference of Governmental Industrial Hygienists (ACGIH), the Occupational Health and Safety Administration (OSHA), the National Institute for Occupational Safety and Health (NIOSH), the Environmental Protection Agency (EPA) and the National Academy of Sciences (NAS).
- 3.3 Principal Center- The Principal Center for the Occupational Health Program is the Kennedy Space Center. The Principal Center is responsible for the day-to-day management and implementation of the constituent elements of the Agency Occupational Health Program.

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- 3.4 NASA Codes - Divisions within NASA Headquarters such as Environmental Management, Safety and Legal whose regulatory functions occasionally interface with occupational health. These organizations often work with OLMSA in the development of occupational health policies via the HEMSS.
- 3.5 OHSEB - NASA Occupational Health and Safety Executive Board. The OHSEB is responsible for providing a process for establishing and ensuring implementation of policies and uniform standards in occupational health agency-wide. The standing subcommittee of OHSEB is the Health, Environmental Management and Safety Subcommittee (HEMSS).
- 3.6 Program Executive, Occupational Health – The chief liaison between the Chief Medical Officer (CMO) and the NASA Principal Center for Occupational Health (see 3.3) as defined in NPD 1800.2, NASA Occupational Health Program.

4. Reference Documents

- 4.1 Executive Order 12196, Occupational Safety and Health Programs for Federal Employees. (<http://nodis.hq.nasa.gov/Library/Directives/NASA-WIDE/nasaeoas/contents.html>)
- 4.2 29 Code of Federal Regulations (CFR) Part 1960, Basic Program Elements for Federal Employee Occupational Safety and Health Programs and Related Matters. (<http://www.access.gpo.gov/nara/cfr/cfr-table-search.html>)
- 4.3 NPC 1150.1, NASA Occupational Health and Safety Executive Board
- 4.4 NPD 1800.2, NASA Occupational Health Program
- 4.5 NPD 1810.1, NASA Occupational Medicine Program
- 4.6 Memorandum of Understanding between NASA Headquarters and the Kennedy Space Center (KSC), Support of the Occupational Health Program, September 1996

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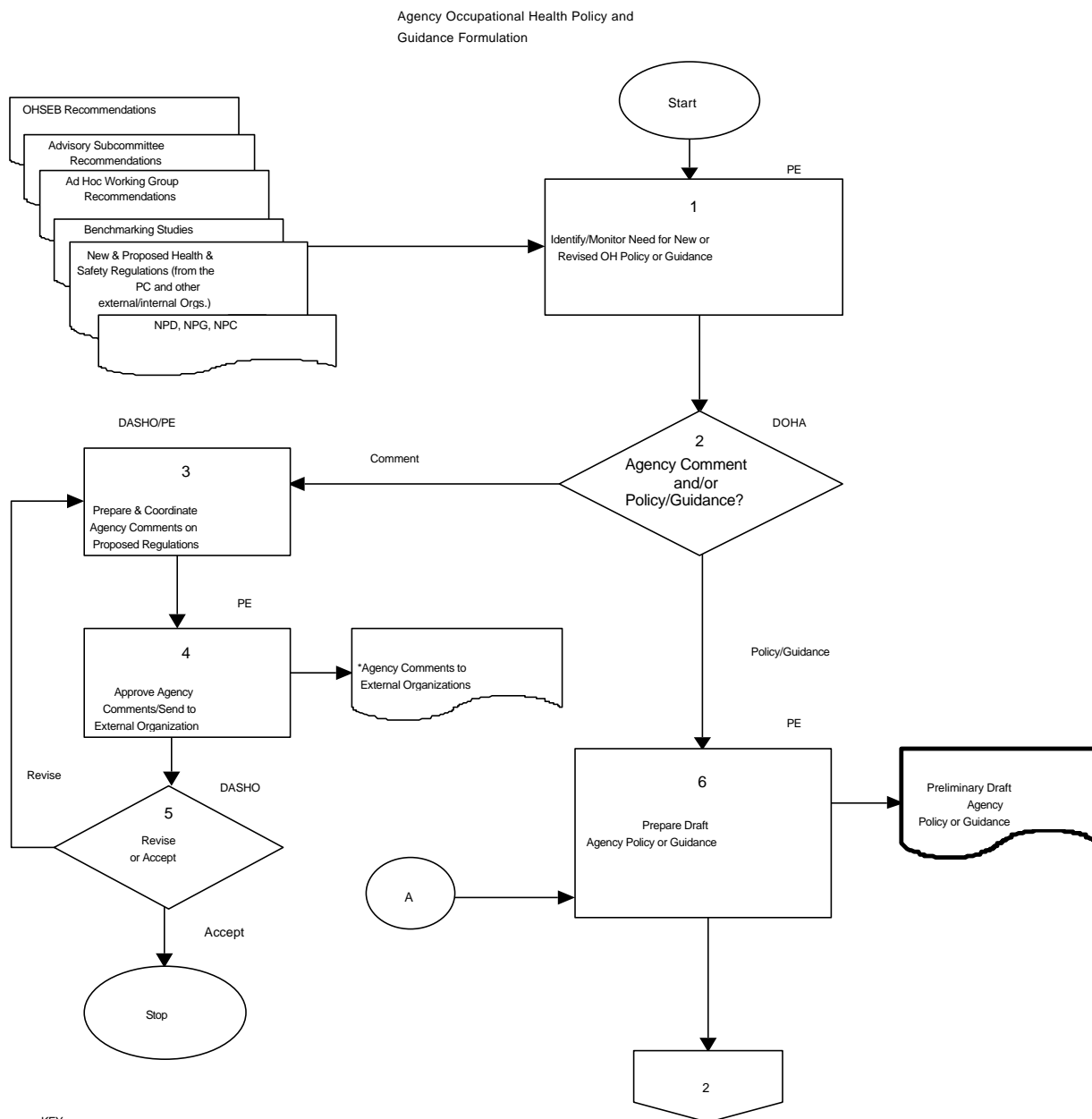
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5. Flowchart



KEY

AA: Associate Administrator

DASHO: Designated Agency Safety and Health Official

DOHA: Director, Office of Health Affairs

LC: Lead Center

OHSEB: Occupational Health and Safety Executive Board

PE: Program Executive, Occupational Health Program

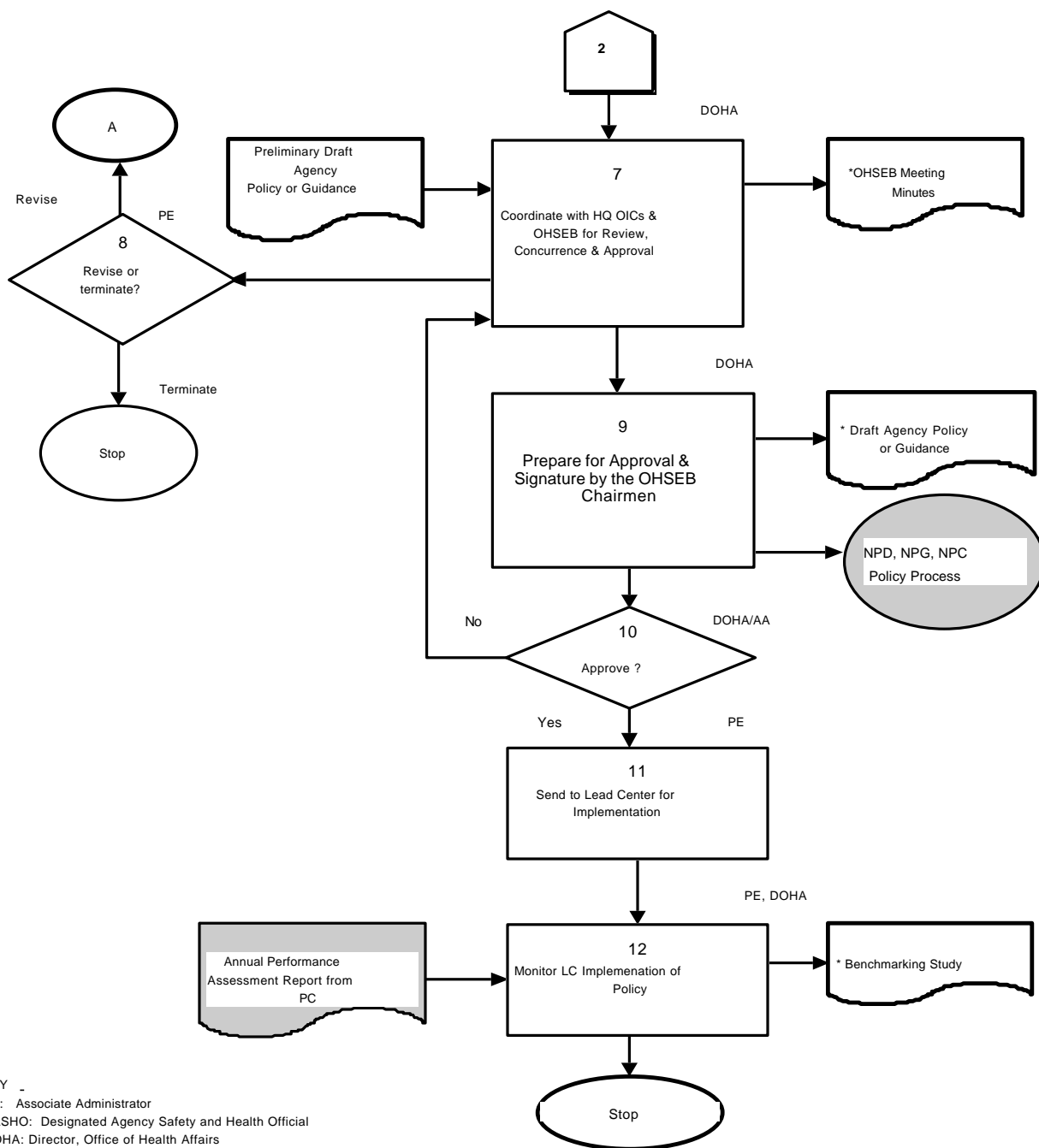
* Denotes Quality Record

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6. Procedure

The following table describes the process depicted in the flowchart in Section 5. The number at the left of the table corresponds to the numbers in the activity boxes in the flowchart.

#	Responsible Party	Activity Description
1	Program Executive, Occupational Health Program (OHP)	Monitor and, as necessary, participate in activities of external organizations in the area of occupational health and safety. Based on inputs from the OHSEB and its working groups and recommendations from staff and other advisory groups, identify need for new Agency policy or revisions in current policy to address health hazards. Review results of benchmarking studies of NASA's occupational health program to determine if action is required. Coordinate with Lead Center in developing recommendations. Present recommendations to the Director, Office of Health Affairs.
2	Director, Office of Health Affairs (OHA)	Review staff recommendation and determine if new or revised policy is required or if Agency comments should be submitted in response to notices of proposed standards. Assign action, as appropriate.
3	Program Executive, OHP	Prepare draft Agency comments on proposed standard and coordinate with Principal Center. Principal Center determines if comments require review by other NASA Field Centers and provides response.
4	Program Executive, OHP	Coordinate draft comments within OLMSA, and with appropriate NASA Headquarters' officials in charge. Submit to DASHO (see Section 3.1) for approval.
5	DASHO	Review comments to determine whether comments should lead to revision or acceptance. If the activity is not accepted revise Agency comments on proposed occupational health regulation.
	Program Executive, OHP	Send approved Agency comments to the external organization's proposed Occupational Health Standards.
6	Program Executive, OHP	Prepare preliminary draft of agency policy for review within NASA.
7	Director, Office of Health Affairs	Coordinate the draft policy for review, concurrence and approval. The document is coordinated with NASA Headquarters' officials in charge, the Principal Center and OHSEB members. Review is requested to ensure that the proposed policy is complete and suitable for operations throughout the Agency. If necessary, a meeting of the OHSEB may be held to review and concur with the policy/guidance. The results of the meeting are documented in the <u>OHSEB</u>

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#	Responsible Party	Activity Description
		<u>OHSEB Meeting Minutes</u> which are distributed to the OHSEB members.
8	Program Executive, Occupational Health Program (OHP)	Revise or terminate action. Return to Step 6 to revise policy /guidance to incorporate review comments. Repeat coordination, as required. Activity may be terminated if it is decided that no policy change is needed.
9	Director, OHA	Prepare draft <u>Agency Policy</u> for presentation to the OLMSA Associate Administrator for final approval and signature.
10	Associate Administrator	Approve policy/guidance. Sign policy and/or guidance document if approved. If not approved, go to step 7 to coordinate further to resolve issues. Approval should include AA Safety and Mission Assurance if the policy/guidance is a OSHEB action.
11	Program Executive, OHP	Send signed policy to Principal Center which is responsible for developing Agency standards to implement the policy agency wide.
12	Program Executive, OHP Director, OHA	Monitor Principal Center's implementation of policy through regular contact with PC and review of the Annual Performance Assessment Report which is prepared by the PC. Report on PC implementation of policy to the Director, Office of Health Affairs. Arrange for <u>Benchmarking Study</u> to compare NASA performance with peers.

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7. Quality Records

<i>Record Identification</i>	<i>Owner</i>	<i>Location</i>	<i>Media Electronic/ Hard Copy</i>	<i>Schedule and Item Nos.*</i>	<i>Retention/ Disposition</i>
Agency Comments to External Organizations (On Proposed Occupational Health Standards)	Program Executive, OHP	Office of Health Affairs (UH)	Hard Copy	Schedule 1, Item 22.B	Destroy or delete when 2 years old.
OHSEB Meeting Minutes	Program Executive, OHP	UH	Hard Copy	Schedule 1, Item 14.B.1	Permanent Retire to RFC when 2 years old. Transfer to NARA when 20 years old., whichever is sooner
<u>Draft Agency Policy/Guidance:</u> Memoranda on Occupational Health and Safety	Director, UH	UH	Hard Copy	Schedule 1, Item 22.A	Permanent Retire to FRC when 5 years old in 5-year blocks. Transfer to NARA when 10 years old.
Benchmarking Study	Program Executive, OHP	UH	Hard Copy	Schedule 1, Item 22.B	Destroy or delete when 2 years old.

* Quality Records are retained in accordance with the referenced schedule and item number from NPG 1441.1, *NASA Records Retention Schedules*